



Canada Economic
Development
for Quebec Regions

Développement
économique Canada
pour les régions du Québec



Report on the administration of the Privacy Act 2021-2022

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Introduction

Summary of the purpose of the *Privacy Act*

The Privacy Act (the Act), promulgated on July 1, 1983, aims to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution.

The purpose of the Act is to protect personal information by allowing individuals to consult information about them. It also imposes strict controls on how such information is gathered, used and shared.

The *Privacy Act* gives individuals general access to personal information about themselves held by federal institutions, subject to certain specific and limited exceptions.

Annual report prepared in accordance with section 72

This document was prepared in response to section 72 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at Canada Economic Development for Quebec Regions (CED). This report is also prepared in accordance with section 20 of the *Service Fees Act*.

Mandate of the institution

CED is a regional economic development agency. Quebec communities and businesses — especially small and medium-sized enterprises (SMEs) — are at the heart of its action. Through the projects it funds and its networking and integration role, CED is the key federal actor in the Quebec entrepreneurial ecosystem.

CED maintains client relations with businesses and supports them in their projects. It makes strategic investments that promote competitive regional advantages and support the transition and modernization of communities. Aiming to position Quebec businesses at the leading edge of tomorrow's economy, CED focuses on business growth, innovation, clean technologies, inclusive economy and the participation of groups that are generally underrepresented in the labor market.

Well rooted in the regions thanks to its 12 business offices, CED builds on collaboration and creating synergies with businesses, communities, supporting organizations and other levels of government to increase the quality and impact of its programs. For example, it forms partnerships to foster a concerted action by regional economic development actors and ensures a better exchange of information between federal organizations.

CED provides a regional strategic perspective that supports national priorities and works with other departments to ensure coordination of government policies and programs. Its action has a significant impact on Quebec communities and businesses, not only through its direct investments, but also because it contributes to understanding the economic development needs of the regions.

CED's Grants and Contributions Programs and Initiatives, in effect in 2021-2022

MAIN PROGRAMS

Quebec Economic Development Program (QEDP)

Targeted and/or temporary initiatives:

- Regional Air Transportation Initiative
- Economic Recovery Initiative for Lac-Mégantic
- Linguistic Duality Economic Development Initiative (EDI) (Canada-wide initiative)
- Initiative for the development of regional economic infrastructure
- Canada Community Revitalization Fund
- Tourism Relief Fund
- Major Festivals and Events Support Initiative
- Jobs and Growth Fund

Regional Economic Growth through Innovation (REGI)

Targeted and/or temporary initiatives:

- Black Entrepreneurship Program
- Regional Relief and Recovery Fund (RRRF)
- Canadian Seafood Stabilization Fund
- Women Entrepreneurship Strategy
- Jobs and Growth Fund
- Aerospace Regional Recovery Initiative

CANADA-WIDE PROGRAM IMPLEMENTED IN QUEBEC BY CED

Community Futures Program (CFP)

The main recipients of CED's programs are SMEs, business groups or associations and NPOs whose principal mission is to support businesses or economic development. These programs include repayable and non-repayable contributions.

To learn more about the CED's mandate, programming and operations, go to its Web site: ced.canada.ca.

Organizational structure

Access to Information and Privacy Office

CED fulfills its *Access to Information Act* (ATI) and *Privacy Act* (PA) responsibilities with an Access to Information and Privacy Office (AIPO) to process requests. The AIPO reports to the Manager of the Corporate Secretariat, who in turn reports to the Chief of Staff of the Deputy Minister/President.

AIPO has an access to information and privacy coordinator, as well as an advisor. The coordinator, with the help of the advisor, oversees compliance with legislation, regulations, procedures and broad government trends.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

The AIPO is primarily responsible for the following functions:

- processing requests and coordinating all attendant administrative and legal operations.
- assisting applicants.
- developing opinions, general guidelines and procedures relating to the application of the ATI and PA.
- reporting on CED's application of the ATI and PA.
- meeting the training and information needs of CED employees.

Delegation order

CED's enabling legislation identifies its head as being the Deputy Minister / President. In addition to managing the institution and overseeing management of its personnel, the Deputy Minister / President is responsible for application of the *Privacy Act*.

To this end, the authority for application of the Act was delegated to the Coordinator, Access to Information and Privacy, while most administrative authority was delegated to the Advisor, Access to Information and Parliamentary Affairs.

A copy of the signed and dated delegation order is attached to this report.

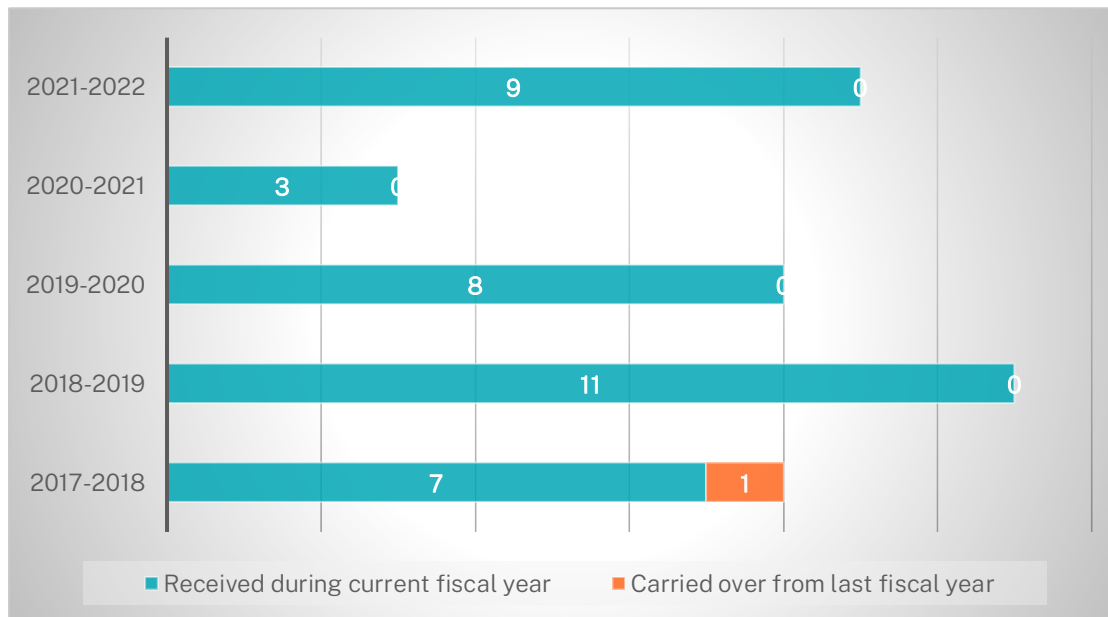
Highlights of the statistical report 2020-2021

Requests received and processed

During the 2021-2022 fiscal year, 9 requests for access to personal information were received. No requests were carried over from the previous year. This represents a significant increase in the number of requests from the previous year when only 3 requests were received. In comparison with the previous year when 1 request was abandoned, this year three requests were abandoned. In two of these cases, the AIPO redirected and advised requesters to submit new requests to the appropriate department and to abandon those submitted to CED following an error in identifying the department by the requester. Since CED has been accepting on-line filing of requests for access to personal information, more requests are being abandoned because they are submitted to CED in error. The third request was converted to an access to information request to better meet the needs of the applicant. Of the six remaining requests, documents were partially disclosed for all of them (100%).

The following graph shows the number of requests for access to personal information received since 2017-2018. Excluding abandoned requests, CED processed 16 requests for access to personal information during this period.

TABLE 1: REQUESTS RECEIVED



Disposition, completion times and extensions

The Act stipulates that a request for access to personal information must be answered within 30 calendar days. Extensions are granted only in exceptional cases. The three requests that were abandoned were done so before the 15th day following receipt of the request. Of the six requests completed, all were closed within the time limit set out in the Act.

CED currently has no active requests that are outstanding from previous reporting periods.

TABLE 2: DISPOSITION AND COMPLETION TIME

	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	6	0	0	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
TOTAL	3	6	0	0	0	0	0	9

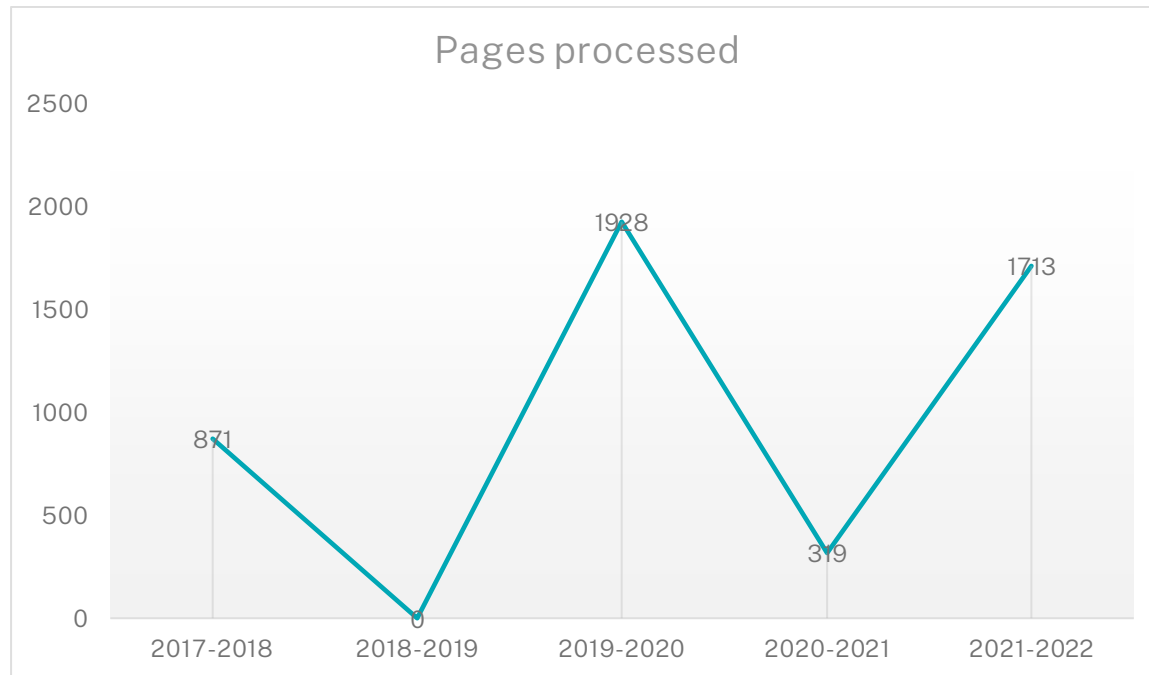
Exemptions and exclusions invoked

Exemptions for section 26 (information about another individual) of the Privacy Act were invoked in the processing of all requests where records were partially disclosed.

In addition, one exemption was invoked under section 22(1)(b) regarding information relating to an ongoing investigation. Finally, exemptions were claimed under section 22.3 (Public Servants Disclosure Protection Act) in the processing of two requests. Invoking these last two sections of the Act is exceptional for the ATIPO.

Pages processed and pages disclosed

In 2021-2022, requests for access to personal information resulted in the ATIPO processing 1713 pages and disclosing 1712 pages. This represents a significant increase from the previous year when only 319 pages were processed. However, given the low rate of privacy requests typically processed by CED, we do not believe this represents a significant long-term trend.



Consultations

CED did not conduct any consultations in connection with the requests for access to personal information received. In addition, CED did not receive any consultations from another institution.

Active complaints

During 2021-2022, CED did not receive any complaints regarding the Privacy Act.

Cost

Expenses related to the administration of the Act totalled \$10,008 in 2021-2022. This amount includes \$9,781 in salaries for the equivalent of 0.118 full-time employees. An amount of \$227 was also spent on travel, software rental, supplies and translation.

Impacts of COVID-19 pandemic measures on the institution's ability to fulfill its responsibilities under the *Privacy Act*

The measures taken by CED in connection with the COVID-19 pandemic, such as telework, did not have an impact on the organization's ability to fulfill its responsibilities under the *Privacy Act*.

Statistical Report

A copy of the 2021-2022 statistical report on the administration of the *Privacy Act* as well as the supplementary statistical report on applications affected by COVID-19 are appended to this report.

Training and awareness

In 2021-2022, several training sessions regarding the protection of personal information were offered to the organization's employees through various activities. In the spring, approximately 60 people participated in information sessions regarding management, access and protection of information. In the summer, an awareness message regarding the protection of personal information was delivered to approximately 20 managers and employees who make up the union-management committee. In the fall, presentations on the principles of access to information and protection of personal information were given to new employees of the organization, as well as to information management employees and a regional business office, totalling some 40 people.

Finally, a message intended for all employees as well as information capsules were posted on the organization's intranet page highlighting good practices regarding access to information, protection of personal information and privacy breaches during the summer. The ATIPO is always available to provide specific training to employees whose duties require some knowledge of access to information.

Policies, guidelines, procedures and initiatives

CED did not implement any new policies, guidelines, procedures or initiatives during the reporting period. However, the organization has updated its internal procedures on the application of access to information and privacy requests, as well as on the management of privacy breaches, including the establishment of an annual log.

Summary of key issues and actions taken on complaints or audits

Complaints

During the 2021-2022 fiscal year, CED did not receive any complaints related to a request for access to personal information.

Audits

CED was not the subject of any audit over the reporting period.

Monitoring compliance

Monitoring of the processing time

Since 2011, the AIPO has equipped itself with software to manage and track access to information requests and privacy requests. This program makes it easier to follow every activity and task related to any request and serves as a tool to monitor processing time to comply with the provisions on timeframes as set out in the Act.

Requests for corrections

Requests to correct personal information are processed by the AIPO and recorded in an internal tracking system. No requests to correct personal information were received during the reporting period.

Material Privacy Breaches

No material privacy breaches occurred at CED during the 2021-2022 period.

Privacy Impact Assessments

In 2019-2020, CED's Access to Information and Privacy Office began drafting a new Privacy Impact Assessment (PIA) for its grants and contributions programs and initiatives. With the implementation of the Cortex computer system, the Regional Economic Growth through Innovation (REGI) program, as well as some ad hoc initiatives such as the Women Entrepreneurship Fund, it was determined that a new assessment was required to include additional personal information such as minority community membership, level and field of education, and student status, while ensuring the security of our computer systems to preserve the integrity of this information.

The PIA was drafted in collaboration with key areas of the organization including Operations, Policy and Programs Branch, and Information Management and Technology Solutions Branch and its final content received Treasury Board Secretariat approval in 2021. The review found that the collection of personal information for CED programs and initiatives is very limited and that, although personal information is sometimes considered by the Agency, decisions resulting from this process are not made with respect to the individuals to whom the information relates, but rather with respect to organizations, based on proposed projects. The personal information collected through these linked activities is therefore not used for an "administrative purpose" within the meaning of the Privacy Act.

Three recommendations have been made by the ATIP Office regarding the retention of personal information: systematically limiting certain accesses, implementing security alerts for non-secure devices, and conducting sporadic audits of access to records.

CED's PIA summary can be accessed directly at the following link:

https://ced.canada.ca/en/transparency-proactive-disclosure/privacy-impact-assessment/quebec-economic-development-program/?_ga=2.41613738.98196096.1652792488-1500160317.1652792488&_gl=1*138l7yq*_ga*MTUwMDE2MDMxNy4xNjUyNzkyNDg4*_ga_Q2F69KPVZ5*MTY1Mjc5MjQ4Ny4xLjEuMTY1Mjc5MjU5NS4w

Public interest disclosures

During fiscal year 2021-2022, no information was disclosed pursuant to subsection 8(2)(m) of the Privacy Act.

Conclusion

Canada Economic Development for Quebec Regions recognizes the right to privacy as a fundamental right. Convinced of the crucial importance of protecting personal information in the context of its programs and activities, the Agency ensures compliance with related principles such as transparency, need-to-know and adequate data collection and protection standards, whether it be the personal information of employees or that of its clients.

To do so, DEC deploys multiple means such as ensuring the security of its computer systems, good information management practices as well as training and messages to employees to make them aware of their obligations and responsibilities in this regard. Canada Economic Development for Quebec Regions is proud to have contributed to the application of these principles during the 2021-2022 fiscal year and will continue its efforts in this regard in the coming years.

Appendices

Statistical Report on the *Privacy Act*

Name of institution: CED

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		9
Closed during reporting period		9
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	9
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	9

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	6	0	0	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
denied	0	0	0	0	0	0	0	0
Total	3	6	0	0	0	0	0	9

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	6
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	2	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	6	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1712	1712	9

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	2	182	3	828	1	702	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	5	182	3	828	1	702	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	2	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	2	0	0	2

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	9
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

[illegible]

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 Pages Processed		501–1000 Pages Processed		1001–5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	2	0	0	0
Central	0	0	0	0
Total	2	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported	
Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches	
Number of non-material privacy breaches	1

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$9 781
Overtime		\$0
Goods and Services		\$227
• Professional services contracts	\$0	
• Other	\$227	
Total		\$10 008

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,118
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,118

Note: Enter values to three decimal places.

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: CED

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Canada

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	1

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President, pursuant to section 73 of the *Access to Information Act* and *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of the Economic Development Agency for the Regions of Quebec, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, la présidente délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Agence de développement économique du Canada pour les régions du Québec, investie par les dispositions des Lois mentionnées et de leurs règlements en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Manager, Corporate Secretariat / Gestionnaire, Secrétariat ministériel	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator, Access to Information and Privacy / Coordonnateur, Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue
Advisor, Parliamentary Affairs and Access to Information / Conseiller, Affaires parlementaires et accès à l'information	Section / Disposition: 7, 8(1), 9, 12(2)(b), 12(3)(b), 27(1)(4), 29(1), 44(2); Regulation / Règlement: 6(1)	Section / Disposition: 14(1)

Signed in _____ on this _____ day of _____, 2019

Signé à Montréal, le 26 jour de juin 2019

Manon Brassard, Deputy Minister/President of
Canada Economic Development for Quebec Regions

Manon Brassard, sous-ministre/présidente de
Développement économique Canada pour les régions du Québec

